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Memorandum

To: Honorable Mayor and City Council

From: Greg Edwards, Fire Chief

Re: Surplus of Tires

Date: February 19th, 2020

BACKGROUND

The Fire Department has accumulated approximately 25 tires over the last several years that are being stored at the city garage. The Fire Department no longer has any use for these tires because the majority of them no longer fit any of the apparatus currently in the inventory of the fire department.

STAFF RECOMMENDATION

Staff recommends a motion to approve the surplus of these tires to make more room in the city garage. Staff recommends donating these tires to Wagoner County Emergency Management to be used on some of their older apparatus or as they see fit.

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY
SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager. If surplus declaration is approved, Department will be notified and disposal will begin. Online Auction Administrator will notify department when the item has sold.

Department: Fire Dept Department Contact: Greg Edwards Date: 2/19/2020

Items Requested to be Surplused: _____ ID/Asset Tag Number: _____

PROPERTY DESCRIPTION	CONDITION	DATE PUCHASED	PURCHASE PRICE
25 used tires stored at city garage	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Unknown	unknown	unknown

Reason for being surplused: No longer utilized. In poor to fair condition.

Taking up space at city garage

Has it been offered for transfer to another Department within the City: No

Has it been offered for transfer to another agency within the State: Yes If so, to whom: _____

Wagoner County Emergency Management

Donated to outside government agency: No Name of agency: _____

Sold for scrap metal: No To whom: _____ Amount received: _____

Will this be sold on the Public Surplus website: No If so, what is the minimum bid: _____

Dates advertised on website: NA Did item sell: _____ Amount received: _____

Has proper advertisement been completed: NA Newspaper(s): _____ Other public notice(s): _____

Name, Address, and Telephone Number of Buyer: _____

Item ready to be released to buyer with a copy of receipt attached: NA Date: _____

Date and signature of City Manager detailing the approval of the request for surplus: _____

Date surplus approved by City Council/Trustees: _____

Date, Amount, Check number, and receipt of check received from Public Surplus: _____

Removed from Fixed Assets: _____